

Business Information Systems I
BCIS 338 Spring 2007
Section – 03, MWF 9:30 – 10:20 in BC 115
Section – 04, MWF 10:30 – 11:20 in BC 115
Section – 05, MWF 1:30 – 2:20 in BC 115

Professor	Office	Phone	e-mail	Office Hours Below & by Appointment
James Shannon, Ph.D.	GU 318	646-4281	jshannon@nmsu.edu	MW: 2:30 – 4:00 pm & TuTh: 8:30 – 9:30 am;
WebCT	Upon registering for this course you will be enrolled in the WebCT Page for this course. You may access it via the Internet at http://salsa.nmsu.edu/ . You will be expected to visit this site regularly and use it as one of the key tools for this course.			
Materials: (Required)	<ul style="list-style-type: none"> Ø Text 1: <u>Information Systems Essentials</u>, Stephen Haag and Maeve Cummings, McGraw-Hill, ISBN 0-07-310581-3 Ø Text 2: <u>Problem-Solving Cases in Microsoft Access and Excel</u> 4th. Edition Joseph A. Brady and Ellen Monk, Course Technology, ISBN 1-4188-3706-7 Ø The SAP Procurement Assignment – available in the BC Lab in room BC 309 of the Business Complex Ø An individual registered CPS wireless response pad (CPS pad). Purchase at Bookstore. See Appendix A for instructions on registering the response pad system. Ø Access to the following software: Microsoft Excel, Microsoft Access, Microsoft Word, and the SAP Client. The Microsoft software is available in most PC labs on campus and the SAP client software is available in the BC Lab in room BC 309 of the Business Complex. 			
Capabilities:	Computer skills and computer access to Internet and e-mail account.			
Course Description:	Business and managerial applications of Management Information Systems and Information Technology, from strategic and competitive technology opportunities to the organization and management of information using databases and data warehouses.			
Prerequisites:	BCS 110G or CS 110G or consent of instructor.			
Methodology:	Class sessions will include lectures, demonstrations, and experiential exercises in groups and individually. Learning resources will include use of Internet, problem-solving using Microsoft Access, Excel, SAP and, WebCT.			
Learning Objectives:	<ul style="list-style-type: none"> Ø <i>Terminology</i> You will be able to explain the meaning of terms used to describe common techniques and concepts in business information systems Ø <i>Skill</i>. You will successfully use microcomputer productivity software to solve typical information systems problems. Ø <i>Advanced Information Systems Concepts</i>. You will be able to describe the ways in which computers are and will be used in business and management. These concepts include telecommunications, electronic commerce, data warehousing and mining, artificial intelligence, and future directions of computer-based information systems. Ø <i>Behavioral and Organizational Issues</i>. You will be able to identify and suggest appropriate responses to managerial and organizational issues stemming from development, implementation, and use of computer-based information systems. Ø <i>International Issues</i>. You will recognize the reality of implementing international information systems, including economic and cultural differences. Ø <i>Social and Ethical Issues</i>. You will understand the major social and ethical issues involved in the development and use of information technology 			

Evaluation & Grading:	Access/Excel/SAP Case Assignments	25%	Grade Break Points (%): A 90+ B 80-89 C 70-79 D 60-69 F <60 Note: There are no curves and no rounding in determining final grades.
	Participation	10%	
	Chapter Practice Exams and Semester Exams	65%	

General University / College Policies

Students with Disabilities:	<p>If you have or believe you have a disability and would benefit from any accommodations, you may wish to self-identify by contacting the Services for Students with Disabilities (SSD) Office located in Garcia Annex (phone 646-6840). If you have already registered, please make sure that your instructor receives a copy of the accommodation memorandum from SSD within the first two weeks of classes. It is your responsibility to inform either your instructor or SSD representative in a timely manner if services/accommodations provided are not meeting your needs.</p> <p>Feel free to call Michael Armendariz, Coordinator of Services for Students with Disabilities, at 505-646-6840 with any questions you may have on student issues related to the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973. All medical information will be treated confidentially.</p> <p>Feel free to call Jerry Nevarez, Director of Institutional Equity, at 505-646-3635 with any questions you may have about NMSU's Non-Discrimination Policy and complaints of discrimination, including sexual harassment.</p>
Withdrawal Policies	<p>Deadline for course registration/course addition is 1/30/2007. The last day to drop and receive a "W" is 3/12/2007</p>
Incomplete Grades	<p>Under university policy, incompletes may be given only if a student has a passing grade at mid-semester (the last day to withdraw from class) and is precluded from successful completion of the second half of the course by a documented illness, documented death, family crisis or other similar circumstances beyond the student's control. Note: Doing poorly or work conflicts do NOT constitute justification for award of an "I" for a course.</p>
Course Schedule	<p>The instructor reserves the right to change classroom policies or assignments if circumstances dictate. Any changes will be announced in class and /or via the course WebCT Page and it is your responsibility to be aware of them.</p>

BCIS 338 Design and Delivery Policies

I. Graded Course Components

A. General Policies for Student Work

1. Individual Work

All work must be completed independently and without help or consultation of others, unless explicitly stated otherwise by the instructor.

The Chapter Practice Exams are to be completed individually – you are not to work with anyone else when completing these exams. You may use the text and notes when completing these exams

The Projects are to be completed individually – you are not to work with anyone else when completing the projects.

2. Student conduct and classroom etiquette

- All work must be completed independently and without help or consultation of others, unless explicitly stated otherwise by the instructor(s).
- All cell phones must be turned off in class unless prior approval is granted by the instructor. Unapproved usage will be considered disruptive to the class.
- Classroom computers, laptops and PDAs are only to be used for note taking for this class or class related activities. Keyboards must be quiet and non-disruptive. Any other usage will be considered disruptive to the class.

- Students will be given a single warning in class for disruptive behavior; if a student continues to disrupt the learning process for other members of the class, the instructor(s) reserves the right to dismiss that student from the classroom.
- Students must use the form provided in Appendix B as a template for written communication with the instructors about absences, missed work, make-ups, grading errors, etc.

3. Make-up Work. Assignments not submitted at the time specified or when collected earn zero points. If missing the assignment was pre-approved by the instructor in writing then such agreement takes precedence (see Appendix B). If a university approved excuse supports a memo submitted prior to the assignment due date, the student may arrange a make-up assignment that will generally be due within two class periods.

4. Grading Errors and/or Omissions. Students must take personal responsibility for checking posted grades in a timely fashion. If you detect an omission or believe there is an error in the posted grade, you must notify the instructor in writing using the WebCT email system within two weeks of the grade posting (see Appendix B).

5. Academic Dishonesty. In today's business environment, it has become increasingly important to instill the importance of honesty and integrity in the study and practice of business. Accordingly, the instructor maintains a **zero-tolerance policy** for instances of academic fraud or dishonesty. Following are examples of such fraud:

- Ø falsifying data and/or sources of data used in reports
- Ø making up data
- Ø allowing someone else to use your remote device to register responses during class
- Ø using any device during class to assist during exam periods unless expressly pre-approved by the instructor
- Ø representing any form of work done by others as your own
- Ø plagiarism
- Ø paraphrasing other's work without giving credit to the original author
- Ø lying to instructor or your colleagues about your work in this class

The previous list is not intended to be exhaustive but should provide an indication that any intentional misrepresentation/falsification of information produced, reported or disseminated as part of the requirements of this class will be penalized to the fullest extent possible; in most cases, this means the instructor will pursue a course of action which will remove you from the class and result in your failure of the course. If you have ANY questions about this policy, or potentially question whether or not an act might be in conflict with this policy, contact the instructor immediately.

B. Access/Excel/SAP Projects

A total of six Microsoft Access/Excel case assignments and one SAP assignment will be graded as part of the requirements for this course. The instructor will provide details on each assignment using the WebCT course site. The assignments will be weighted equally in calculating the "Access/Excel/SAP Case Assignment" component of a student's final semester grade. Due dates for the assignments are included in the course schedule.

Project Specifications and Projects Drop Box:

- All specifications for the projects can be found on the **Project Specifications** link of our class WebCT home page.
- All project starter files can be found on the Projects Drop Box link of our class WebCT home page.
- Use the **Projects Drop Box** link of our class WebCT home page to submit all projects. Projects submitted any other way will not be accepted.

Preparation for Project Completion: All concepts and techniques required to complete the Access and Excel projects are covered in the tutorials of the Problem-Solving Cases in Microsoft Access and Excel. It is imperative to your success that you read the tutorials carefully and complete all exercises in the tutorials. This will take time so start early and be prepared to go through the tutorials more than once.

Starter Databases and Spreadsheets: Starter databases will be provided for the Access projects and starter spreadsheets will be provided for the Excel projects. Use these starter files – they are designed to provide a correct starting point for the projects.

Project Submissions: All projects must be submitted through our class **WebCT Projects Drop Box** link. Projects will not be accepted if submitted any other way. **DO NOT** submit projects through WebCT's email or general email. Project submission dates are based solely on the time stamp of the Projects Drop Box!

Project Due Date and Time: Project due dates and times are specified for each project. Most projects are due by 11:55 pm on the date specified. That time is WebCT time. If WebCT records your submission time as 11:56 pm, the project is late. Please allow yourself plenty of time to complete and submit the projects. Waiting to the last minute or second and encountering a bad internet connection can result in a late submission and a loss of points

Project Late Submission Penalties:

Days Late	Penalty
1	10 points
2	20 points
3	30 points
4	40 points
5 or more	Project will not be accepted for grading.

C. Participation

1. Expectations for Class Participation: I expect to start classes promptly and end promptly according to the published class schedule times. I expect students to come on time and prepared to learn; this means the student must read assigned materials, complete required assignments, and report to class on time with required and appropriate equipment and materials. I expect students to behave professionally in class. Permission to attend and participate in class is contingent upon such non-disruptive and appropriate behavior.
2. If situations exist which require students to arrive late or leave early, it is the student's obligation to inform the instructors of the circumstances of the situation. As faculty I will try to accommodate these situations to the best of my ability. If late arrival to class is due to other faculty regularly keeping you beyond the scheduled class times, please report this to your instructor (see Appendix B).
3. Excessive absences, aside from impact on participation grades and in-class assignment grades, will have negative consequences. Most important is the lost learning opportunity, followed by low performance on exams. In accordance with university policy, the instructor reserves the right to administratively withdraw students from the class for lack of attendance.
4. Participation Grading: The CPS system and response pad will be used to monitor in-class participation. Participation will include registering attendance at the start and end of class and responding to in-class questions using the CPS response pad. In-class questions will include scored and non-scored questions. Scored questions have one correct answer while non-scored questions have no one correct answer. Non-scored questions are typically opinion questions and are used for class discussion.

You begin each class with a score of 100 for participation; deductions from that score will be taken as follows:

- unexcused class absence, **100 point deduction;**
- failure to use response system to register attendance and complete in-class quizzes because you forgot your response pad, or your response does not work (perhaps, a bad battery, **100 point deduction;**
- failure to register attendance when taken with the response system at the start of class or the end of class, **15 point deduction;**
- and failure to respond correctly to at least half of the scored questions asked using the response system, **15 point deduction.**
- your three lowest attendance grades will be dropped; this means you can forget your pad or have a battery failure and it will may not hurt your grade – as long it only happens no more than three times

Deductions are additive, for example if you fail to register attendance with the response system and fail to answer at least half of the correctly to at least half of the scored questions, your deductions are: 15 + 15 = 30.

D. Exams

1. **General Information:** Exams will cover all material in the assigned chapters of our texts and any material covered in class. This includes the Tutorials in the Problem-Solving Cases in Microsoft Access

and Excel and the chapters of the Information Systems Essentials text.

2. Exam Study Guides: There are no individual study guides for the tutorials, chapters and appendices. You are responsible for all material in tutorials, chapters, and appendices. Here are some general suggestions:

Read the assigned material (no big surprise). For the Information Systems Essentials text, this includes the chapter Opening Cases and the chapter Perspectives and any other assigned material. You may need to read the material more than one time. Also, for the Information System Essentials text you should read the chapter Summary, and study the chapter Key Terms and Concepts, the Short-Answer Questions, and the Discussion Questions.

3. Chapter Practice Exams (You may take the exams twice and the highest grade will be used):

There are practice exams for each chapter and appendix in the Information Systems Essentials text. These are individual exams and are to be completed by yourself. You may use the text and other notes while completing these exams. You may take each exam twice and the highest grade with be used. Please check the Class Schedule for the times and dates by which these exams must be completed.

WebCT will be configured to present one question at a time. You will be able to skip a question and return later to complete it. Your grade will be available as soon as you complete the exam. You will not be able to see the text of the questions that you missed after completion of the exam.

4. Four exams will be given in this class. The first three exams are non comprehensive and will include only material covered since the previous exam. The fourth exam, given during final exam week is comprehensive and will cover all material assigned for the first three exams.

5. PDAs, computers, laptops, calculators and/or cell phone cannot be used during the Concepts Component.

II. Uses of WebCT

A. The primary use of the Bulletin is for distribution of materials by the instructor, e.g. spreadsheets and documents. Students are welcome to post questions or answers to questions (use the **Main** area), but these will be deleted periodically to maintain focus on course materials. Remember this is a public forum viewed by the entire class; be professional and respectful of your audience.

B. Course related e-mail should be done **using WebCT Mail**

BCIS 338

Spring 2007

Tentative Day-By-Day Schedule*

Week	Day – Date	Class Assignment	Case Assignments, Chapter Practice Exams, and Other Due Dates
1	F – 1/19	Introduction to course	
2	M – 1/22	Tutorial A in PSC** The Relational Database Model in ISE***, pages 98 to 102	
	W – 1/24	Tutorial A in PSC and Pages 98 -102 in ISE	
	F – 1/26	Tutorial B in PSC	
3	M – 1/29	Tutorial B in PSC	Project Drop Box: Practice Problem – due by 11:55 pm.
	W – 1/31	Tutorial B in PSC	
	F – 2/2	Chapter 1 in ISE; also read and be prepared to discuss Closing Case 2 (pages 53 – 54).	Chapter 1: ISE Practice Exams must be completed by start of class.
4	M – 2/5	Special Issues in Information Systems	Case 3 (Access): Country Kitchen Classics Database – due by 11:55 pm.
	W – 2/7	Chapter 2 in ISE; also read and be prepared to discuss Closing Case 1 (pages 87 – 88).	Chapter 2: ISE Practice Exams must be completed by start of class.
	F – 2/9	Chapter 2 in ISE	

5	M – 2/12	Chapter 3 in ISE; also read and be prepared to discuss Closing Case 2 (pages 123 – 124).	Chapter 3: ISE Practice Exams must be completed by start of class
	W – 2/14	Chapter 3 in ISE	
	F – 2/16	Exam 1	
6	M – 2/19	Introduction to Enterprise Resource Planning and SAP	Case 4 (Access): The Modeling Agency Database – due by 11:55 pm.
	W – 2/21	Introduction to Enterprise Resource Planning and SAP	
	F – 2/23	Introduction to Enterprise Resource Planning and SAP	
7	M – 2/26	Tutorial C in PSC	
	W – 2/28	Tutorial C in PSC	SAP: Purchase Order Project – due by 11:55 pm.
	F – 3/2	Tutorial C in PSC	
8	M – 3/5	Chapter 4 in ISE	Chapter 4: ISE Practice Exams must be completed by start of class
	W – 3/7	Chapter 4 in ISE	
	F – 3/9	Chapter 5 in ISE	Chapter 5: ISE Practice Exams must be completed by start of class.
9	M – 3/12	Special Issues in Information Systems	Case 7 (Excel): Freedom National Bank's Buyout Decision – due by 11:55 pm.
	W – 3/14	Special Issues in Information Systems	
	F – 3/16	Exam 2	
10	M – 3/19	Spring Break!	Spring Break!
	W – 3/21		
	F – 3/23		
11	M – 3/26	Tutorial D in PSC	
	W – 3/28	Tutorial D in PSC	
	F – 3/30	Tutorial D in PSC	
12	M – 4/2	Special Issues in Information Systems	Case 9 (Excel): The Condominium Development Decision – due by 11:55 pm.
	W – 4/4	Chapter 6 in ISE	Chapter 6: ISE Practice Exams must be completed by start of class.
	F – 4/6	Spring Holiday!	Spring Holiday!
13	M – 4/9	Chapter 6 in ISE	
	W – 4/11	Chapter 7 in ISE	Chapter 7: ISE Practice Exams must be completed by start of class.
	F – 4/13	Chapter 7 in ISE	
14	M – 4/16	Special Issues in Information Systems	Decision Support Case: Using Basic Excel Functionality – due by 11:55 pm.
	W – 4/18	Chapter 8 in ISE	Chapter 8: ISE Practice Exams must be completed by start of class.
	F – 4/20	Chapter 8 in ISE	
15	M – 4/23	Chapter 9 in ISE	Chapter 9: ISE Practice Exams must be completed by start of class.
	W – 4/25	Chapter 9 in ISE	
	F – 4/27	Special Issues in Information Systems	
16	M – 4/30	Special Issues in Information Systems	Integration Case: Using Access and Excel – due by 11:55 pm.
	W – 5/2	Exam 3	
	F – 5/4	Course Wrap Up	
17	M – 5/7	Comprehensive Final Exam Section 03: 8:00 to 10: 00 am Section 04: 10:30 am to 12:30 pm Section 05: 1:00 to 3:00 pm	

- * **Section 03: 9:30 to 10:20 MWF in GU 115**
- Section 04: 10:30 to 11:20 MWF in GU 115**
- Section 05: 1:30 to 2:20 MWF in GU 115**
- ** PSC – Problem-Solving Cases in Microsoft Access and Excel text.
- *** ISE – Information Systems Essentials text.

Appendix A

Student Instructions

Before you Connect you Must Have:

- An Internet connection – either a direct connection or a dialup connection (at least a 56K modem if using dialup). Verify that you can connect to the Internet by trying to connect to another site.
- The eInstruction class key.

BCIS 338.03 Section 3 (9:30 – 10:20 am) – eInstruction key: G25768J146
BCIS 338.04 Section 4 (10:30 – 11:20 pm) – eInstruction key: M27002C196
BCIS 338.05 Section 5 (1:30 – 2:20 pm) – eInstruction key: J27003C588

- You may need a check or credit card to purchase access.

Now you are Ready to Connect to CPSONline!

1. Turn on your computer.
2. Connect to the Internet.
3. Enter <http://www.einstruction.com/> into the location or address box and press the Enter key.
4. Click on the **Students** button at the top of the window.
5. Select your school or university from the drop-down menu, as specified by your instructor.
6. Click **Choose Course**.
7. Enter the class key (provided by your instructor) into the **Class Key** box.
8. Enter the response pad's serial number in the serial number box. The **serial number** is printed on the back of the response pad. If you are using CPSrf the serial number is printed on the back of the response pad, under the battery cover, below the batteries.
9. Enter the enrollment /coupon code into the code field or choose **'I do not have a code'**. This is the only time you will need the class key and enrollment /coupon code. After enrolling, you will need only your username and password.
 1. If you have an enrollment / coupon code, choose **'I have a code'** then enter your code into the field. Your enrollment /coupon code may be packaged with your new McGraw Hill textbook. If you have an enrollment code, you have already paid for access. If you have a coupon code, you will receive your discount when purchasing access online with a credit card or personal check later in the registration process.
 2. If you do not have an enrollment /coupon code, choose **'I do not have a code'** then continue through the registration process. You will be able to **purchase access using a credit card or personal check**. Do not type a username and password yet. Your enrollment /coupon code may be packaged with your new McGraw Hill textbook.
- 8 **NOTE:** The right side of the screen is for existing users, do not type a username and password in there.
10. Click **Join the Class**.

Enrolling in your Class

11. After clicking **Join the Class**, you will need to enter a **username, password, first name, and last name**.
12. **IMPORTANT >>>Use your WebCT logon ID as your username <<< IMPORTANT** and a password that you can easily remember and that other people are not likely to guess. A phone number and student ID are not required unless specified by your instructor. Information you provide is available only to your instructor. *You will receive a reminder message via the email address you provide from CPSONline about your username, password, and assigned response pad number.*
13. Click **Finish**. You may now be presented with the following options: access for this class only, access to all classes for a semester, two year subscription, lifetime subscription.
14. Choose the option that best fits you and continue through the payment process.
15. Click **Enter** on the page that confirms that you are now a member of the class and reminds you of your username, password, and assigned response pad number for the class.
16. To join an additional CPSONline class, click the **enroll in a class** button from the Main Menu. From that page, enter the additional class's **class key** (as provided by the instructor). You can purchase access for any additional classes or use an enrollment /coupon code or code.
17. Once you have finished enrolling in all of your classes, click **Log Out**. *For CPSONline to properly record your information it is important that you log out of CPSONline as opposed to simply closing the window.*

Tips

- Be sure you are connected to the Internet. You can verify this by trying to connect to other sites, such as www.yahoo.com.
- Print your username, password and response pad number, and put them in a safe place for reference. You can print them by clicking **File** and then **Print** from your Internet browser menu.
- If you don't have an enrollment /coupon code, you can purchase access using a Credit Card or personal check during the enrollment process.
- Enter your Class Key, enrollment /coupon code, and serial number, exactly as you received them.
- To join an additional CPSONline class, log into your CPSONline class with your username and password and click on the **enroll in a class** button from the Main Menu. From that page, enter the other class's **class key** (as provided by the instructor).
- Since the response pad numbers are assigned on a 'first-come, first-serve' basis per class, **if you are enrolled in more than one class that uses CPS and CPSONline, then the assigned response pad number for each class may be**

different. Please make a note of the response pad number assigned to you at the end of the enrollment process for each class, and use the email sent to you as a reminder.

- If you are using an IR pad and you submit an answer that is not received, allow 5 seconds before submitting it again. Submitting your answer multiple times in rapid succession can overload the receiver unit and result in poor performance overall.
- If you are using an RF pad, be sure you understand how your pad works by reading the information packaged with the pad.
- Reset the Signal inside an IR pad - If a pad stops responding, or responds as the incorrect pad number:

Take the batteries out of the pad(s). Press any answer key on the pad(s) and hold it down for approximately 10 seconds. Replace the batteries and try the pad(s) again.

If you have any questions about CPSONline, log onto <http://www.einstruction.com/>, and use **Customer Support** menu option. From the Tech Support page, go to the bottom and type in your name to enter the live Text Chat room for immediate help.

Appendix B

Please prepare a memo using the following guidelines and sent it to me through WebCT's email. Using WebCt's email provides a record of your requests. Use the same Subject Line in your email as you use in your memo.

MEMO

To: James Shannon

From: [your name typed] [your signature on hard copies]
Class ____ Section ____

Subject: [Absence Notification / Make-up Request / Grade Review Request / Other]
note: a specific subject line is expected.

Date: [Month/Day/Year]

[If the subject is an Absence Notification: Identify the date(s) you will miss or have missed and how you propose to meet your responsibilities for class material.]

[If the subject is a Make-up Request: Identify specifically what work you missed, why you feel making-up the work for credit is justified, and how you proposed to make-up the work. Remember, the opportunity to make-up work is not automatic and the make-up assignments must meet instructors criteria. Advanced notification and your initiative to make-up the work promptly or in advance are positive behaviors.]

[If the subject is a Grade Review Request: Such requests are not limited to grading concerns, so requests for clarification and learning purposes are welcome. Even grade reviews with learning motive are valuable for both the student and faculty.

1. Identify the assignment, quiz or exam you wish reviewed.
2. Attach copies of the work in question if they are in your possession.
3. Indicate what your concern is and what remedy you are seeking.]

Note: Generally your objective is to seek a desired faculty response on your behalf. So try to keep in mind that I wish to maintain fair but challenging standards, and promote your learning and success. Persuasively stating your wishes in this context helps us meet your needs.